

Pickleball Outreach: Booking Guidelines

These guidelines are intended to help us steward the courts fairly and ensure that the facility continues to serve its primary purpose of **missional-outreach**.

1. Who may book

Court bookings are open to **Gospel Light church members and Care Groups** organising pickleball sessions.

2. Court setup costs

A **love offering** will be collected to help offset the logistical costs involved in setting up and maintaining the courts.

3. Outreach attendance reporting

Groups are required to submit their attendance through the **Community Engagement Google Form**, including the number of non-church guests and pre-believers present.

This helps us evaluate the outreach impact of the ministry and steward limited court resources responsibly.

4. Booking deadline

Booking requests for the following month must be submitted to **community@gospellight.sg** by the **24th of each month**.

5. Allocation of popular time slots

Where two groups request the same recurring time slot, the slot will generally be shared:

- Group A: **1st and 3rd weeks**
- Group B: **2nd and 4th weeks**

Where **more than two groups** request the same slot, allocation will be determined by ballot or another fair allocation process.

6. Booking confirmation

Successful bookings will be confirmed by email **within three working days after the 24th of each month**.

7. Court allocation and session duration

Court allocation will be based on the expected number of players.

As a general guideline:

4–8 players: 1 court

Session duration: 1.5–2 hours

Additional court allocation will depend on group size and availability.

8. Cancellations

Please send cancellation notices to **community@gospellight.sg** at least one day before your booked session.

9. No-shows

Two consecutive no-shows without prior cancellation may result in the group's **booking privileges being suspended for the following month.**

Court Availability

Level 1 Courts

Monday, Tuesday & Thursday: **8.00am–10.00pm**

Wednesday & Friday: **8.00am–9.00pm**

Level 2 Court

Monday–Thursday: **8.00am–10.00pm**

Friday: **8.00am–1.00pm**

For more queries call the CE hotline: 9753-7964 or email community@gospellight.sg